JOB ANNOUNCEMENT: Homeownership Program Manager

The Chaffee Housing Trust (CHT) provides home ownership opportunities to low-income Chaffee & Lake County residents and workers who are priced out of the housing market. The CHT uses the community land trust model of shared-equity ownership, provides homebuyer readiness services, and acts as developer or partners with developers to build housing, for both ownership and rental. The CHT stewards these properties in perpetuity to ensure that local affordable housing stock stays affordable.

OPEN POSITION: The CHT is seeking an individual to take on leadership of services related to homebuyer engagement, intake, counseling, education, and advocacy. These duties will fill 50% to 100% of the employee’s time. Other duties or projects may be assigned depending on employee’s skills and experience. This individual will work independently, in close coordination with the executive director. This position requires and creative, committed individual with a passion for social justice and equity, who is interested in a flexible work schedule, including working remotely or from home, occasionally traveling around Chaffee and Lake counties, potentially performing an array of duties as needed.

PROFESSIONAL QUALIFICATIONS:
- Capacity to serve low-income individuals providing client-based services.
- Ability to work with diverse populations in varied settings.
- Competence with Microsoft Word and Excel, general computer skills.
- Good communication skills including verbal, written, and public speaking.
- Spanish speakers are strongly encouraged to apply.
- Program leadership and management skills, works well with others.
- Organizational skills and ability to co-create processes that streamline functions.
- Has a desire to help build an organization, plan growth and expand capacity.
- Ability to network with communities in Chaffee and Lake counties, public officials, and other stakeholders representing the CHT’s mission.

PRIMARY RESPONSIBILITIES (0.5 to 1.0 FTE):
- Serve as primary contact for all new potential clients and ongoing clients.
- Recruit new clients, managing marketing, public presentations, and outreach.
- Provide ongoing one-on-one client services including: determination of eligibility, credit/debt assessment, credit counseling, mortgage loan readiness, loan application assistance, pre-purchase counseling, closing assistance, and post-purchase counseling.
- Manage all administration of Homeownership Program including: application and intake forms distribution and collection, data collection and management, file
management, communication with clients, coordination with lenders, and assistance with reporting to partner agencies and grantors.

- Advocate on behalf of clients with partner agencies, developers, government agencies, lenders, grantors, and donors.
- Plan, coordinate, facilitate or lead homebuyer education classes, as well as other educational offerings related to homebuyer readiness.
- Develop new or refine existing program management processes and tools.
- Actively monitor client progress, providing coaching and honest encouragement.
- Hours of work activity can be varied and flexible, depending on client availability. Employee may be requested to be available during off-hours for meetings and to provide services, including weekday evenings, and other hours when clients are available.

OTHER POSSIBLE DUTIES (as assigned):
As a small organization, this employee may take on additional duties depending on the individual’s skills and experience, and willingness to learn.

- Project Development support: this could include a wide array of tasks that are part of the development process, including working with developers and partners, lenders and financial institutions, grant application/reporting, government entities, etc. These activities would be executed in close collaboration with the Executive Director. Workload may vary depending on projects and primary responsibilities.
- Public Relations / Communications, including managing social media & website.
- Fundraising support and administration, in concert with the Executive Director.
- General Administration: as needed, employee may support general operations and administrative duties to build the capacity of the organization.

ADDITIONAL INFORMATION:
- Position is half-time to full-time equivalent (0.5 – 1.0 FTE).
- Position pays hourly, $18.00 - $23.00 per hour, based on $37,500 - $48,000 annual full-time equivalent, depending on experience.
- Work hours and location can be flexible including working remotely.
- Very flexible time-off policy and hours of operation.
- Laptop computer, Phone / internet stipend, and health insurance stipend provided.
- Position requires occasional travel in Chaffee and Lake counties. Applicant must have valid Colorado driver’s license and insured vehicle, travel compensation paid based on mileage.

Interested applicants should contact Executive Director Read McCulloch, 719-239-1199, read@chaffehousing.org. Resumes can be submitted via email or to Chaffee Housing Trust, PO Box 692, Buena Vista, CO 81211.

The CHT is an Equal Opportunity Employer and does not discriminate against any employee or candidate based on their race, color, religion, national origin, sex (including pregnancy), physical or mental disability, or age (40 or older).

Position open until filled.